

SECRET

19 September 1957

TO: All Administrative Assistants
FROM: Admin. Ass't, Ch/G/RR
SUBJECT: Form 1152a's

The following number of copies are requested to accompany
Form 1152a actions forwarded to this Office:

<u>Promotions</u>	- Original and two copies
<u>Reassignments</u>	- Original and two copies on internal changes; Original and six on changes outside of OHR
<u>Appointments</u>	- Original and two copies
<u>Excepted Appointment</u>	- Original and two copies plus one for Ch/G/RR
<u>Resignations</u>	- Original and six copies
<u>Name Changes</u>	- Original and two copies
<u>LNOP</u>	- Original and six copies
<u>Recruitment Requests</u>	- Original and five copies
<u>Return to duty</u>	- Original and six copies

15/  25X1A9A

All 1152a's are to be stamped **CONFIDENTIAL** except Recruitment Actions
which will be stamped **SECRET**.

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